

FIRE SAFETY STEERING GROUP - HIGH LEVEL PROJECT PLAN ONGOING ACTIONS

Task No.	Actions required	Risk RAG status	Work undertaken	Work to be done
1	Costs			
2	Review all decisions made at FSSG			
2.3	Ensure the project plan falls in line with the Fire Safety Bill & Building Safety Bill currently and update as this progresses through parliament.		The Fire Safety Steering Group (FSSG) created a project plan following the events at Grenfell to keep a track of fire safety actions being undertaken. This project plan has been reviewed by Acivico and updated whenever new recommendations or legislation is presented such as the Fire Safety Act and Building Safety Bill	FSSG will continue to ensure the project plan falls in line with legislation as they progress through parliament as we have any new legislation that may come in the future
3	Governance			
4	Fire Risk Assessment			
5	Compiling Safety Case for each block			
5.3	Collate information for safety case file for all high rise blocks		Safety case file information has been collated for all Birmingham City Council High Rise Residential Buildings (HRRBs) into five separate documents for each block	Following further guidance that has been released the safety case file format is being amended and will be help as a single document with the information that is required. A business case is being created for a resource to keep these files updated until Building Safety Officers are in place
5.4	Define what needs to be included in the safety case file for low rise		Low rise block profiles are currently being created for all low rise buildings with communal entrances	When the format for High Rise Residential Buildings (HRRBs) is finalised we will be able to define the format for low rise buildings
5.5	Safety Case Files - Block Profiles - hard copy in blocks		A list of documents that should be held as a hard copy in blocks is being updated by the Fire Safety Steering Group	Admin resource has been identified to prepare the folders with hard copies of information and they will start on this task once the list is finalised
7	Fire Risk Management Assessment & Remediation			
12.1	Finalise policy for mobility scooters		Options were looked at for scooter rooms to be provided in block but this was determined to be cost prohibitive. The policy dealing with mobility scooters has been updated advising residents that mobility scooters needs to be kept inside of their properties and if these are too large then alternative accommodation would be suggested	This policy is being taken to a future DMT meeting to be signed off.
7.5	Training staff on fire risk awareness		<p>Fire Risk Awareness training was set up to give AMMD & Housing Management staff an understanding of fire safety in High Rise Residential Buildings. This training began in November 2019 but was put on hold due to the Covid-19 Pandemic</p> <p>The Regulatory Reform (Fire Safety) Order 2005 Alongside the Housing Act 2004, the Regulatory Reform (Fire Safety) Order 2005 (FSO) introduced duties in relation to fire safety in the common areas duties in relation to fire safety in the common areas of HMOs flats, maisonettes and sheltered accommodation The duty is placed on the responsible person, who is required to carry out a fire risk assessments, Or those who manage Fire Risk The aims of the fire risk assessment are:</p> <ul style="list-style-type: none"> • To identify the fire hazards; • To reduce the risk of those hazards causing harm • To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises if a fire does start. <p>Day 2 All delegates will be required to carry out on site FRA in the Morning, and in the afternoon period Delegates will be required to complete an exam. The above Training will commence 11 November 2019 for all Grades 4,5 in AMMD, HM. I am also arrange for Housing Grade 3 Staff half a day re Fire Risk Assessment/Keeping Tower Blocks Safe.</p>	This training started again in August 2021 and is ongoing

7.8	Telecomms - prevention of third party breaching firestopping		The Fire Safety Steering Group contacted the major telecommunications companies operating in Birmingham to arrange for documentation to be completed following work they carry out in our High Rise Residential Buildings showing compartmentation has not been breached. OpenReach and Virgin Media have agreed in principle	A joint meeting is being arranged between Birmingham City Council, OpenReach and Virgin Media to agree a process moving forward
10.16	Creation of admit units for concierge office/ sluice rooms to add to fire alarm testing program and provide training to estate based staff		Admin units have been created for the concierge offices / sluice rooms and they have been added to the maintenance programme	Training is being arranged for estate based staff on the operation of these fire alarms
8 Leaseholder Works				
8.2	Doors at Manor Close need to be replaced with Qmark accredited fire doors		Doors at Manor Close were put on hold until a Qmark accredited fire door could be sourced. Shelforce now offer Qmark accredited fire doors and a programme for fire door replacement has commenced	Manor Close is on the programme to have fire doors installed and Birmingham City Council with work with contractor Tenant Liaison Officers when these doors need to be installed
8.3	Leaseholder Communication & their responsibilities		The Fire Safety Steering Group presented a number of questions to the leasehold team around communication with leaseholders and their responsibilities	Actions have been taken from these questions presented and those responsible for the actions will provide an update at a future Fire Safety Steering Group meeting
10 Communication				
10.18	Website - Communication and fire safety information on BCC website		The Fire Safety Steering Group initially signed off a document outlining how the website should look however Changes are being made to the website forms and leaflets so they are embedded into the website and do not need to be downloaded. Formats are also being changed for accessibility reasons	The changes will be submitted by the end of October 2021 for the web team to update the Birmingham City Council Website.
	We need to ensure the Fire Kills Campaign is used as part of our fire safety communication/tenant engagement material		The Fire Kills Campaign is being added as part of the website changes being made	The website changes are being submitted by the end of October 2021
11 Tenant Engagement				
11.1	Develop block champions		There have been 50 block champions identified to date however training has been delayed due to Covid-19	Tenant Engagement are working to identify more block champions and will be arranging training when possible
11.2	Develop a framework for ongoing tenant engagement		A Tenant Engagement Strategy has been developed and an external review by TPAS has commenced	We will await the recommendations from TPAS and make any required adjustments following this
11.3	Respond to the Hackitt Report regarding tenant engagement		A Tenant Engagement Strategy has been developed and an external review by TPAS has commenced	We will await the recommendations from TPAS and make any required adjustments following this
11.4	Work with current tenant movement structure		A Tenant Engagement Strategy has been developed and an external review by TPAS has commenced	We will await the recommendations from TPAS and make any required adjustments following this
11.5	Understand the influence of housing green paper		A Tenant Engagement Strategy has been developed and an external review by TPAS has commenced	We will await the recommendations from TPAS and make any required adjustments following this
11.6	Tenant Satisfaction Measures - White Paper		A Tenant Engagement Strategy has been developed and an external review by TPAS has commenced	We will await the recommendations from TPAS and make any required adjustments following this
5.1	Customer Access to Safety Case files		A Tenant Engagement Strategy has been developed and an external review by TPAS has commenced	We will await the recommendations from TPAS and make any required adjustments following this
13 Resilience Management				
13.6	Resilience Emergency plan		An Emergency Resilience Plan has been created and shared with West Midlands Fire Service	Contact details are being updated for Housing Management staff and then this plan will be held at the Emergency Co-ordinating Centre
14 Managing High Rise Living				
15 Tenancy Management				
15.1	Renew tenancy conditions		A Tenant Engagement Strategy has been developed and an external review by TPAS has commenced	We will await the recommendations from TPAS and make any required adjustments following this
17 Sprinkler Installation				
17.4.5	Brief staff and provide training re. System operation to estate based, OOH and technical staff. Create user guide for staff. (include in block profiles)		Contract Team Managers have arranged training for estate based staff when blocks are handed over as complete	Training will continue as more blocks are completed
17.4.6	Provide HSE pack including certificate of commissioning, sign off by third party auditor and all signed refusal packs		A Standard Operating Procedure has been created to ensure all documentation is received and filed correctly following handover of blocks	We are monitoring this as blocks complete to ensure we are receive the documentation required
19 Contractor auditing & management				

19.2	Develop process for managing refurbishment works to ensure fire safety is not compromised in blocks		Capital Audit Sign off has been amended to ensure fire safety is not compromised. Midland Fire Safety Solutions have carried out inspections following refurbishment to highlight any issues with the audit process	Contract Team Managers will present any findings from the summary report provided by Midland Fire Safety Solutions
20	Develop BSM/BSO role			
20.1	Confirmation of numbers/JDs and number of associated posts have funding agreed		The number of positions and Job Descriptions have been agreed.	These roles are now going through JEQ
21	Legislation			
21.1	Review advice notes and legislation following hackett review		Advise notes and legislation has been reviewed as part of Fire Safety Steering Group meetings	Fire Safety Steering Group will continue to review new legislation or advise notes as they are produced
22	Private High Rise			
22.2	MHCLG Data Collection for EWI/cladding on private high rise blocks in Birmingham		External Wall Insulation data has been provided for all buildings within scope	MHCLG have asked for further information for blocks with High Pressure Laminate and Metal Composite Material which Birmingham City Council are providing
23	LPS blocks			
24	IT Development			
7.2	Develop mechanism to store all documentation electronically		The requirements have been captured for a repository to keep records digitally and a project manager has been assigned to deliver the solution	ICTDS are currently checking if any data storage solutions we currently have will achieve what is required before work is started on creating a new solution
24.1	Data repository for block information & Housing management inspections		The requirements have been captured for a repository to keep records digitally and a project manager has been assigned to deliver the solution	ICTDS are currently checking if any data storage solutions we currently have will achieve what is required before work is started on creating a new solution
24.2	Develop PDA IT solution for FRA's and DBI's		This is currently in delivery with a solution expected to be useable by February 2022	A working Group is being set up in early November to help develop this with end user input
25	Evacuation process to be developed to alert all residents when fire in block			
25.3	Build process (Evacuation Process)		An updated evacuation process has been shared with West Midlands Fire Service and we are awaiting feedback	The evacuation process will be brought to a future Fire Safety Steering Group meeting once feedback has been received
7.3	High Rise Residential fire doors replacement programme		A programme of fire door replacement has been agreed and door repalcements have started	This programme will be monitored to completion